

Focus: [insert user group] [insert user code]	State of Alaska Department of Administration Division of Personnel <b><u>Policies and Procedures</u></b>
Topic: [insert topic name] [insert subject #, type]	Effective Date: 12/28/05  Supercedes: [insert old p&p title]
Link(s): [insert links]	

**PROCEDURE:**

**I.**

- A.
- B.

**II.**

- A.
  - 1.
    - a)

**III.**

- A.

**DRAFT**